

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION
BUREAU OF SPECIAL EDUCATION
101 PLEASANT STREET
CONCORD, NEW HAMPSHIRE 03301

October 21, 2103
**New Hampshire Special Education Family and School
Partnership Initiative**

REQUEST FOR PROPOSALS
RFP #SPED-2013-7

Deadline for Receipt of Proposals: 4:00pm, Friday, November 22, 2013

An original and four (4) identical copies of a formal proposal shall be submitted to:

Barbara Raymond, Administrative Supervisor
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301-3860
Barbara.Raymond@doe.nh.gov
Fax: (603) 271-1099

The deadline for receipt of Inquiries is 4:00pm, Friday, November 1, 2013. Inquiries must begin with the heading **"New Hampshire Special Education Family and School Partnership Initiative."** The New Hampshire Department of Education (hereafter called the Department) will address written inquiries received by the deadline and, if they are determined to be vital to the competitive bidding process, a written response will be sent no later than five (5) working days after the deadline. In addition, any modifications to the specifications contained in this RFP shall be made only in writing by the NHDOE immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. Verbal agreement or instructions from any source are not authorized or binding on the State of New Hampshire (State).

All advisory committees are encouraged to distribute this Request for Proposals (RFP) to any/all qualified individuals/organizations.

Grant Award: The Department of Education (NHDOE) expects to award a three year contract, effective July 1, 2014 or upon Governor & Council approval, whichever is later, to the successful applicant. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed \$250,000.00 annually or \$750,000.00 total for the three year contract period.

Purpose and Priorities

The purpose of this RFP is to seek proposals and bids from individuals, agencies, or organizations interested in building on the current statewide initiative to provide the opportunity to involve/engage parents and families of children and youth with disabilities in their individual child's education, in their schools and communities regarding the special education process at the district and school level.

The work of this initiative will include activities that promote successful school, family, and community partnerships. A successful initiative includes the participation of school/district personnel, parents and community members based on evidence based practices including a set of principles to guide families and school in developing effective family and school partnerships in special education.

The project's objectives will align with Department initiatives and the Bureau of Special Education priorities, including the indicators on the Statewide Performance Plan (SPP) with a specific focus on Indicator 8, Parent Involvement.

Contract Period: It is anticipated that services will be provided by qualified individuals or organizations under contract service arrangement beginning July 1, 2014 through June 30, 2017. The Department anticipates that approximately \$250,000.00 will be available annually for distribution to the grant recipient for this project.

1.0 SERVICES TO BE PROVIDED

1.1 The successful applicant will build on the current statewide school and family partnership framework found at www.education.nh.gov. The proposal will describe a vision for improved partnerships and a set of guiding principles to inform both the development of such partnerships and their expected outcomes. The applicant will propose a set of evidence-based strategies to assist families, schools, districts, and communities in developing and sustaining such partnerships.

The successful applicant will propose, implement, and evaluate a model that:

- supports leadership development for parents, school staff, and district staff;
- relies on the use of data to inform planning and improvement activities;
- incorporates a performance management system that promotes facilitation of parents in the special education process as a means of improving services and results for children with disabilities; and
- establishes/sustains a system of training and technical assistance that supports the objectives of the proposal.
- Includes a plan for systematic evaluation of the effectiveness of each primary component of the model, including, but not limited to, specific district- and school-based strategies designed to promote meaningful parent involvement. This plan should include specific timelines, measures, and proposed approaches to data analysis.

Please refer to the Moving Forward: Building Effective Family School Partnerships Project <http://www.hfrp.org/publications-resources/browse-our-publications/family-school-partnerships?print=1&print=1&print=1>

1.2 The proposed model should focus on building the capacity of school and districts to strengthen family and school partnerships through the implementation of evidence-based practices, utilizing data collection and analysis in support of data-based decision making at both the policy and practice levels. This model will guide schools/districts to write and implement effective and sustainable family and school /district partnership action plans.

1.3 The successful applicant will provide a timeline for each year of the project that includes when goals and objectives will be accomplished, and when all activities will begin and end based on the family school partnership framework. This timeline must include the activities that will be implemented; the resources that will be used to implement them, and the expected outcome(s) of each activity. All documents used in technical assistance activities must be submitted to the Bureau Administrator prior to dissemination. All documents created shall be the property of the Bureau of Special Education.

- 1.4 The successful application will include a detailed plan for evaluating the overall effectiveness of the project in meeting the project's objectives. The plan will describe the method used to collect and analyze data specific to goals, objectives, activities and outcomes as part of an on-going measure of the effectiveness of this initiative. The method should include a description of how the results of the evaluation will inform decisions regarding possible revisions to the overall model or any of its components, e.g., training, staffing, materials, implementation, etc. The evaluation plan should take into account existing data from the Indicator 8 survey, data to be collected in forthcoming survey administrations, and other sources of data that can provide convergent evidence of the efficacy of the project in developing, supporting, and evaluating improvement strategies that focus on building school-family partnerships that foster student success.
- 1.5 The successful applicant will explain how they will coordinate efforts of the RFP with current Department of Education initiatives and the Bureau of Special Education priorities, including the Indicators on the Statewide Performance Plan (SPP) with a specific focus on Indicator 8, Parent Involvement. These efforts include participation in Bureau meetings periodically to share information as required; and attend other assigned meetings that support the Bureau of Special Education initiatives.

2.0 REPORTING

The successful bidder shall provide the Bureau of Special Education with the following reports:

- 2.1 **Monthly Reporting:** Submittal of monthly invoices using the NHDOE, Bureau of Special Education invoice by the 10th of each month, supported by a report that reflects a summary of activities that have taken place in accordance with the terms of the contract.
- 2.2 **Annual Report:** Report detailing the accomplishments and challenges of the project, based on the evaluation of the project, within 30 days of the end of each project year. The first report will include strategies for improvement. The final report will include a comprehensive overview of the entire project.

3.0 CONFLICTS OF INTEREST

Upon receiving a contract, the contractor(s) will inform the Department of any conflicts of interest (appearance of, or actual) involving the contracting organization and/or individual staff members (including volunteer staff) prior to accepting the assignment or while engaged in the assignment.

4.0 GENERAL REQUIREMENTS

- 4.1 Ability to coordinate with the Department to promote activities that support the NHDOE's Special Education State Performance Plan, with a high priority on:
 - 4.1.1 Indicator 8: Percent of parents with a child receiving special education service who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.
 - 4.1.2 Promote the effort to analyze the impact of family engagement.
- 4.2 Working knowledge to create and implement an infrastructure that supports district and school wide leadership for family engagement.

- 4.3 Working knowledge to implement researched based strategies, nationally supported efforts and other successful models to promote plans for developing partnerships between districts, parents and community.
- 4.4 Expertise to develop, plan, organize and provide technical assistance and training to schools/school districts, parents and community groups that address needs identified through the Statewide Parent Involvement Survey results, State Performance Plan (SPP) results and other statewide and community level activities that will provide the project with information to identify and meet specific unmet needs.
- 4.5 Expertise or working knowledge to promote efforts to increase parent leadership and involvement within their schools/districts, their communities and statewide groups to increased resources and outcomes for children with disabilities.
- 4.6 Expertise or working knowledge to promote partnerships between schools/districts, parents and family members, and State and community agencies that promote family engagement systems at work.
- 4.7 Expertise or working knowledge to develop and implement research based effective evaluation strategies that support effective family engagement systems.
- 4.8 Expertise and working knowledge that model effective professional development activities including face time and web-based opportunities.

5.0 TERMS & CONDITIONS

- 5.1 The State shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.
- 5.2 The NHDOE reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
- 5.3 The NHDOE reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.
- 5.4 If the NHDOE chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. The NHDOE shall then develop a contract for Governor and Council approval. The contract shall incorporate, by reference, all provisions of this RFP and the successful bidder's proposal. In preparing a contract with the successful bidder, the NHDOE reserves the right to clarify any terms and conditions contained in the proposal.
- 5.5 Public announcements or news releases pertaining to the award of a contract shall not be made until approved by the Governor and Council.
- 5.6 The State shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract approved by Governor and Council.
- 5.7 All obligations of the State, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of State, federal or other funds and in no event shall the State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.
- 5.8 When delivering services under an approved contract, the contractor shall work under the broad supervision of the NHDOE Contracting Officer for this project.
- 5.9 Unless otherwise deleted or modified by mutual agreement between the State and the contractor, all general provisions contained on the Form P-37 (see **Attachment A**) shall be incorporated into the contract.

- 5.10 The NHDOE expects to award a contract to the successful bidder. Unless there is a change in the program requirements and/or services to be delivered, the cost for this contract shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP. The successful bidder will be required to provide the Department with the following information:

- A recent financial statement, and
- A Certificate of Existence from the Secretary of State's Office

In addition, the successful bidder will need to submit a Certificate of Authority authorizing the company to do business with the State of New Hampshire, Department of Education at the time the contract is signed.

- 5.11 **“Any information submitted as part of a bid in response to this request for proposal (RFP) (or request for bid (RFP) or request for information (RFI) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP (RFI, or RFB) will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to a request for proposal, bid or information, should be kept confidential as financial or proprietary information, you must specifically identify that information in a letter to the agency.”**

- 5.12 Audit

Sec. 80.26 Non-Federal audit

(a) Basic Rule. Grantees and sub grantees are responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations.” The audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial audits.

(b) Sub grantees. State or local governments, as those terms are defined for purposes of the Single Audit

Act Amendments of 1996, that provide Federal awards to a sub grantee, which expends \$300,000 or more (or other amount as specified by OMB) in Federal awards in a fiscal year, shall:

(1) Determine whether State or local sub grantees have met the audit requirements of the Act and whether sub grantees covered by OMB Circular A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit organizations,” have met the audit requirements of the Act. Commercial contractors (private for profit and private and governmental organizations) providing goods and services to State and local governments are not required to have a single audit performed. State and local governments should use their own procedures to ensure that the contractor has complied with laws and regulations affecting the expenditures of Federal funds.

FOR FURTHER INFORMATION REGARDING THE AFOREMENTIONED CIRCULARS, GO TO www.whitehouse.gov/omb/grants/index.html

- 5.13 Debarment and Suspension

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The bidder/offer or certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offer or/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

5.14 Copyrights

The Department reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Department of Education purposes:

- (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or contract under a grant or subgrant; and
- (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

6.0 LIMITATIONS ON AMOUNT AND CONTRACT PERIOD

- 6.1 The Department of Education (NHDOE) expects to award a three year contract, effective July 1, 2014 or upon Governor & Council approval, whichever is later, to the successful applicant. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed \$250,000.00 annually or \$750,000.00 total for the three year contract period.

7.0 Application Procedures

- 7.1 An original and four (4) identical hard copies of a formal proposal must be received at the Department no later than 4:00pm, Friday, November 22, 2013. Proposals received after this deadline will not be considered for review. Each application shall include a narrative or other directly relevant material as needed to address the areas described in 1.0 and 4.0 of the RFP.

The original documents must be submitted unbound and in such a manner as to facilitate photocopying. The maximum number of points that can be awarded for each area during the rating and selection process is shown below:

- 7.2 This documentation will be evaluated to determine if the applicant has the ability to accomplish the Services to be Provided and meets or exceeds the General Requirements. This evaluation will be based on the applicant's ability to provide evidence of the following criteria:

7.2.1 *Significance of Project:* Description of bidder's organization capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type; to include references as applicable. Please identify the specific subsections of 4.0 as they are addressed (see 4.0 General Requirements) (10 points):

7.2.2 *Quality of Services:* Describe how you will accomplish the Services to be Provided in 1.0 of this RFP, including activities and strategies that will achieve the desired outcomes. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative. (30 points total)

7.2.1(a) Content knowledge, including but not limited to, knowledge expertise or working knowledge to promote efforts to increase parent leadership and involvement within their schools/districts, their communities and statewide groups to increase resources and outcomes for children with disabilities. Expertise or working knowledge to promote partnerships between schools/districts, parents and family members, and State and community agencies that promote family engagement systems at work.

7.2.2 (b) Technical Skills, including but not limited to: develop and implement research based effective evaluation strategies that support effective family engagement systems; leadership; collaboration; expertise and working knowledge that model effective professional development activities including face time and web-based opportunities.

- 7.2.3 *Management Plan*: Provide a work-plan, timeline, milestones or benchmarks in accordance with the activities to carry out Services to be Provided in 1.0 of this RFP (15 points):
- 7.2.4 *Personnel and Partners*: Provide a listing of the individuals who will have responsibilities within this proposed project, their titles, qualifications and duties, and the amount of time each will devote to the project. Identify key partners, describe their anticipated participation and provide documentation of their commitment (10 points):
- 7.2.5 *Adequacy of Resources*: Provide a detailed budget, including budget notes/justification, which clearly explains the relationship between proposed activities and expenditures. The budget should be broken down into three (3) fiscal years; FY'15 (July 1, 2014 - June 30, 2015); FY'16 (July 1, 2015 - June 30, 2016), and FY'17 (July 1, 2016 - June 30, 2017) and not to exceed \$250,000.00 for each year. Indirect costs may not exceed 8% (25 points):
- 7.2.6 *Evaluation Plan*: Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact (10 points).
- 7.3 In order to provide bidders with the opportunity to present a comprehensive response to the RFP, no page limit has been established. Applicants are reminded that successful applications are typically clear, concise, and well organized. It is strongly recommended that applications be organized around the elements listed in section 1.0 and further addressed in the information packet. Supplementary materials may be submitted as part of the application, however, these should be limited to items that substantively explain or expand upon information presented in the basic application. All supplementary materials should be referenced with the basic application. Four (4) sets of any supplementary material should be submitted.
- 7.4 Qualified applicants may be asked to provide the Department with additional written materials or documentation of qualifications, and may be asked to meet with Department Administrators or their designee to discuss their proposal.
- 7.5 Each bidder shall submit, along with the formal proposal, a completed/signed "Alternate W-9 Form" (see **Attachment B**).
- 7.6 Each bidder shall submit, along with the formal proposal, a completed/signed "Cover Page" (see **Attachment C**).
- 7.7 An original and four (4) identical copies of a formal proposal shall be submitted by 4:00pm, Friday, November 22, 2013:

Barbara Raymond
New Hampshire Department of Education
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301

8.0 Evaluation of Proposals

All proposals will be reviewed and rated by an evaluation team appointed by the Commissioner of Education. The Department shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the award of the contract(s). All proposals received by the deadline will be evaluated based on the Application Procedures outlined in this RFP.

The Department reserves the right to interview applicants with the highest average scores for their proposal, but the Department shall be under no obligation to interview applicants. If the Department conducts an interview, it will be done so by a team who will develop structured questions and scoring criteria that will clarify the applicant's ability to fulfill this RFP.

If the Department chooses to award contract(s) relative to this RFP, it shall be to the responsive and responsible bidders that receives the highest total rating as a result of the proposal evaluation and/or interview process.

Enclosures:

Attachment A: P-37 Contract Form

Attachment B: ALT W-9 Form

Attachment C: Cover Page